

STATE OF CALIFORNIA

STEVE WESTLY,  
California State Controller

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: August 28, 2003

PERSONNEL LETTER # 03-013

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services Division

RE: **NEW EAR DATA FIELD FOR IRS LOCK-IN LETTERS**

Effective September 2, 2003, a new data field will be displayed on the EAR inquiry and EAR update screens. It is next to the "TOTAL" field and is titled "LOCK".

The new "LOCK" data field is in preparation of processing changes to the lock-in determination letter sent by the Internal Revenue Service (IRS) to the State Controller's Office (see Personnel Letter #02-022 for further information related to the lock-in letter). A Personnel Letter with the new processing instructions and information will be issued at a later date. Until then, the new "LOCK" data field will reflect two zeros below the data field title and cannot be updated/changed.

Please contact Fran Sandin-Loro at (916) 322-3899 if there are any questions regarding the above information.

JRH:FSL:PMAB